



Town of Arlington Keeping of Hens Application Steps

1. Submit Site Plan Review Application and Application for the Keeping of Hens to Health Department with check for \$150.
2. Health Department reviews applications and conducts site walk.
3. A meeting with the Board of Health will be held, decision will be made to approve or deny application based upon all requirements set forth in town bylaw.
4. Upon Board of Health approval, construction of the coop may begin. A final inspection will be conducted once coop has been constructed and prior to the keeping of hens.
5. Applicant must pay keeping of hens permit fee of \$100 and will be issued a permit. Once permit is issued, applicant may begin keeping hens.
6. An annual keeping of hens permit will be required through the Health Department expiring December 31st of every year. A renewal permit must be obtained. Permit holders that fail to renew their keeping of hens permit prior to January 1st are subject to a \$100 reinstatement fee. Additionally, an annual inspection will be conducted by the Health Department, failure to meet requirements set forth in the Town bylaws will result in a re-inspection fee of \$100 and may result in a hearing with the Board of Health to determine whether permit should be revoked, suspended, or subject to further conditions.



**DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE BOARD OF HEALTH**

Town of Arlington
27 Maple Street
Arlington, Massachusetts 02476

KEEPING OF HENS SITE PLAN REVIEW APPLICATION

These guidelines are not final requirements. The Board of Health may require additional information based on the type and location of operation.

Plan Review Fee: \$150.00 (checks made payable to: Town of Arlington)

For office use only: Date/time application received: _____ Received by: _____
(BOH Staff)

APPLICANT NAME: _____

APPLICANT ADDRESS: _____

CONTACT NUMBER: _____

CONTACT EMAIL: _____

Keeping of Hens Application Process Summary

1. Submit site plan review application to Health Department with check for \$150.
2. Health Department will review the site plan review application and then conduct a site walk at property to determine proposed location of coop, pen, food and manure storage. At this point, health department will determine additional requirements such as building or electrical permit.
3. After plan review and site walk, a meeting with the Board of Health will be held and a decision will be made to either approve or deny application based upon all requirements set forth in town bylaw.
4. Once approved by the Board of Health, the applicant will be required to submit an Application for Annual Permit to Keep Hens to the Health Department with a check for \$100 and the applicant will be permitted to construct coop, pen, acquire hens and begin keeping hens.
5. A final inspection will be conducted within 30 days from coop completion and keeping of hens.
6. An Annual Permit to Keep Hens will be required through the Health Department every January 1st. Permit holders that fail to renew their keeping of hens permit prior to January 1st are subject to a \$100 permit reinstatement fee. Additionally, an annual inspection will be conducted by the Health Department and failure to comply with requirements set forth in the town bylaws will result in a re-inspection fee of \$100 and may result in a hearing with the Board of Health.

CIRCLE/ANSWER THE FOLLOWING QUESTIONS:

Is the applicant the sole owner of the property where hens will be kept? YES/NO
If no, please provide signed written statements from all property owners granting permission for the keeping of hens.

What is the size of the property lot in square feet? _____

I. HENHOUSE / PEN:

1. Location

- a. Will the henhouse/pen enclosure be in the rear yard of the property? YES/NO
- b. Will the henhouse/pen enclosure be at least six (6) feet from all property lines? YES/NO
- c. Will the henhouse/pen enclosure be at least 25 feet from existing residences on adjacent lots? YES/NO
- d. Will the henhouse/pen enclosure be located at least 200 feet from the high water mark of any known source of drinking water supply or any tributary thereof, and at least 50 feet from any well? YES/NO
- e. Will the henhouse/pen enclosure conform to all relevant property setbacks for accessory structures as specified in sections 6.18 and 8.23 of the zoning bylaws? YES/NO
- f. Will the henhouse/pen enclosure interfere with any utility or other feature of the property that needs suitable access? YES/NO
- g. Will the henhouse/pen enclosure be located in a well-drained area that does not discharge to a public way or neighbor's property? YES/NO
- h. Please provide a certified plot plan depicting all of the following: all structures on property, all structures on abutting properties, and proposed locations of the henhouse/pen enclosure, composting/manure storage and food storage.

2. Construction

- a. Will the henhouse enclosure provide a minimum interior floor surface of at least two (2) square feet per bird? YES/NO
- b. Will the pen enclosure provide a minimum ground surface of at least five (5) square feet per bird? YES/NO
- c. Will the henhouse/pen enclosure be securely constructed in a manner that excludes predators and pests, including those that fly, burrow and reach? YES/NO

- d. Will the pen enclosure have a predator and pest proof material across the top? YES/NO
- e. Will the henhouse provide protection from the elements as needed? YES/NO
- f. Will the henhouse be constructed in such a manner and with such materials that allow for effective weekly cleaning? YES/NO
- g. Please provide a separate detailed description of the henhouse/ pen enclosure, including square footages and photographs if possible.

3. **Maintenance**

- a. Will the feed be securely stored in a rodent and pest proof container? YES/NO
- b. Will the feed leftover from feeding remain in an area accessible to rodents and pests past dusk? YES/NO
- c. If weather is too cold, or composting is otherwise not possible, will there be a sealable container for waste to be stored until disposal? YES/NO
- d. If composting is possible, how and where will waste be composted with carbonaceous material such as hay, bedding, or leaves? Please identify composting/ manure storage location on required certified plot plan.

- e. What measures will be taken to prevent the buildup of pests or rodent populations due to the presence of hens on the property?

- f. Please provide a separate detailed written maintenance plan describing the following: cleaning practices and schedule for the henhouse/pen enclosure and feed and water containers, which anti-bacterial/viral cleaning solution will be used, which bedding material will be used in the henhouse and at which depth it will be provided, how frequently the bedding material will be composted, and any other appropriate nuisance (odor & noise) prevention measures that will be taken.

II. HENS:

1. Hen keeper

a. Will the hen keeper be taking, or has the hen keeper taken, a class in keeping hens? YES/NO
If yes, please provide a copy of a certificate of completion from a hen-keeping course.

b. Will there be a knowledgeable person in charge to care for hens during vacations or extended leaves? YES/NO

2. Source

a. What type of hens and how many hens will you be keeping?

b. Will the hens be acquired from S. pullorum clean sources from National Poultry Improvement Plan (NPIP) participants? YES/NO

c. Where will the hens be acquired from and what documentation will be provided?

3. Health & Disease Concerns

a. Will the hens be vaccinated from any communicable diseases? YES/NO
If yes, from what? _____

b. Will newly acquired hens be isolated from healthy resident birds? YES/NO
If yes, where and for how long? _____

c. Will the hens be separated from wild migratory fowl at all times? YES/NO

d. What will be done with a hen if it dies? _____

To complete this application the following materials must be provided:

- Copy of list of property abutters
- Copy of certified letter with copy of signed return receipt to each property abutter informing them of your application to keep hens.
- If applicant is not sole property owner, signed written statements from all property owners granting permission for the keeping of hens.
- Certified plot plan depicting all of the following: all structures on property, all structures on abutting properties, and proposed locations of the henhouse/pen enclosure, composting/manure storage and food storage
- Written maintenance plan and description of henhouse/pen enclosure
- Copy of certificate of completion from a hen-keeping course if applicable

I have read the town bylaws regarding the keeping of hens and understand the requirements as outlined. I understand failure to comply with the requirements of the town bylaws and failure to prevent a public health nuisance may result in revocation of my keeping of hens permit.

Signature: _____ Date: _____

-----Office use only-----

Board of Health Meeting Date Assigned: _____



DEPARTMENT OF HEALTH AND HUMAN SERVICES
OFFICE OF THE BOARD OF HEALTH

Town of Arlington

27 Maple Street
Arlington, Massachusetts 02476

Christine M. Connolly MPH, CHO
Director of Health and Human Services

Tel: 781 316-3170
Fax: 781 316-3175

Application for Annual Permit to Keep Hens

Fee: \$100.00 (checks made payable to: Town of Arlington)

Name of Applicant: _____ Tel. #: _____

Address: _____ Email: _____

Please provide the following information:

Abutting property owners (list below):

<i>Name</i>	<i>Address</i>
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Number of hens to be kept (no roosters): _____ -

Location of henhouse and pen on property: _____

Please circle the answer to the following questions:

Will the henhouse and pen be maintained in a sanitary condition to prevent odors?	YES	NO
Will the henhouse provide sufficient protection from the elements?	YES	NO
Will the henhouse be maintained in good repair so as to exclude pests and predators?	YES	NO
Will the henhouse provide an interior floor space of at least 2 sq. ft. per hen?	YES	NO
Will the pen be completely enclosed, including across the top of the pen?	YES	NO
Will the pen provide a ground surface of at least 5 sq. ft. per hen?	YES	NO
Will the food be securely stored in a rodent and pest proof container?	YES	NO
Will the waste/manure be stored in a sealed container?	YES	NO
Will the hens be confined to the permit holder's property at all times?	YES	NO

Signature of Applicant: _____ Date: _____